

*Date:* October 15, 2014

*To:* Authorized Representatives of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

*From:* Jessica Sharkus, RDN, CD  
Director, School Nutrition Team

*Subject:* Annual Paid Lunch Price Reporting

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**PLEASE forward this important information to all persons with Child Nutrition Program responsibilities.**

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**Time Sensitive Compliance Required by November 15, 2014  
Online Meal Claiming Affected by Non-compliance**

Section 205 of the Healthy, Hunger-Free Kids Act (HHFKA) became effective on July 1, 2011. This rule requires all SFAs participating in the National School Lunch Program (NSLP) to report their most frequently charged paid student lunch prices to the Wisconsin Department of Public Instruction (DPI) at the elementary, middle, and high school levels. Upon receipt, DPI must then consolidate these prices and report them to USDA. The purpose of this memo is to remind SFAs of the requirement and process for reporting paid student lunch prices for School Year 2014-15.

**Determining the Most Frequently Charged Price(s)**

SFAs must report the most frequently charged paid student lunch price established in each grade level category (elementary, middle/junior high school, high school) based on October NSLP reimbursement claims. If multiple prices are charged in any category, SFAs should report the price charged for the majority of paid reimbursable lunches claimed in October. For example, if meal prices for elementary students in an SFA are set at \$1.50, \$1.60, and \$1.75, and the total number of paid lunches for the elementary category claimed in October was 1,000—the SFA would identify the number of lunches claimed at each price. In this example, 650 paid student lunches were purchased at \$1.50, 200 were purchased at \$1.60, and 150 were purchased at \$1.75. Therefore the most frequently charged price in the month of October for the elementary category is \$1.50.

**Important:** SFAs with no students in one or more of the above grade level categories must enter “N/A” as appropriate. SFAs that do not charge for paid student lunches must enter “0.00” in any or all grade level categories, as applicable. SFAs with some schools that do not charge for lunches (i.e., Provision 2 schools, select schools within the SFA that are non-pricing, Community Eligibility Provision schools, etc.) would report the most frequently charged lunch price(s) only in the grade level categories of those schools that do charge for paid lunches.

Authorized Representative

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The USDA will post the information gathered through this report on their website each year; listing SFAs by state and by name with the reported prices for each category.

Reporting Requirements for School Year 2014-15

As a result of the USDAs reporting timeline required for State Agencies during School Year 2014-15, **SFAs must complete the DPI's online Paid Lunch Price Report by November 15, 2014.** The Paid Lunch Price Report may be accessed, starting on November 1, on the DPI's website at [http://fns.dpi.wi.gov/fns\\_online](http://fns.dpi.wi.gov/fns_online). Click on "*Online Services Log-in*" and from the drop down menu select, "*School Programs Paid Lunch Price Report*".

Detailed instructions for completing this report are also available online, and may be accessed at [http://fns.dpi.wi.gov/fns\\_online#plp](http://fns.dpi.wi.gov/fns_online#plp). **SFAs will not be able to submit their October claim until the Paid Lunch Price Report is successfully submitted.**

We recognize that the federal timeline for completing the Paid Lunch Price Report is short, and appreciate your prompt attention to the submission deadline.

For concerns or questions regarding any of the information within this memorandum, please contact the School Nutrition Team at (608) 267-9228.